

REQUEST FOR PROPOSAL

This is not an order.

FROM: Paul Mulder
Allendale Public School
10760 68th Street
Allendale, MI 49401
Fax 616-892-3484

Date of Issue: 06-13-08
Quote Due: 06-30-08 – 10:00 a.m.
Allendale Public School – Paul Mulder
10760 68th Street; Allendale, MI 49401

SUBMITTING VENDOR:

Name: _____

Mailing Address: _____

Representative: _____

Telephone: _____ Fax: _____

Remittance Address: _____

Email: _____

Authorized Signature _____

Title _____

Base Bid _____ Alternate Bid _____

Allendale Public School is requesting proposals for **Laptop Cases**. Complete specifications are enclosed. You are invited to submit a proposal based on these specifications. **Sealed** bids are due in the Technology Office, Allendale Public School, 10760 68th Ave. Allendale, MI 49401, no later than 10:00 a.m., June 30, 2008.

Signed: *Paul Mulder* – Allendale Public School

ALLENDALE PUBLIC SCHOOL
INVITATION TO BID
Laptop Case

1. Complete specifications follow. Bidders are asked to quote on these specifications or their equivalent.
2. It is understood and agreed that Allendale Public School reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected Seller, both at the time of acceptance of this quotation offer as so modified, and subsequent thereto.
3. Allendale Public School will not be responsible for any goods delivered, or services performed without its purchase order, signed by an authorized representative of the Business Office.
4. Any minimum order/delivery level must be stated in your bid documents.
5. Anticipated delivery lead times must be specified for each line item. Any back-order items must be specified.
6. All deviations from bid specifications must be documented and explained.
7. Bid Security. All bidders are required to furnish Bid Security in the amount of five (5%) percent of the Base bid. Form of the security may be a bid bond, certified or cashiers check.
8. Bids will be received in the Technology Office, Allendale Public School, 10760 68th Ave., Allendale, MI 49401, no later than 10:00 a.m., March 14, 2008. All Bids must be **sealed** and labeled **“Proposal for Laptop Cases.”** Bids will be publicly opened and read aloud at Allendale High School Technology Office (Room 506), 10760 68th St., Allendale, MI 49401 at 10:00 a.m., June 30, 2008.
9. Two copies of the bid must be submitted.
10. Allendale Public School reserves the right to accept or reject any or all bids, and to waive any irregularities in bids received. Allendale Public School also reserves the right to award this bid in total or in part, according to the best interests of Allendale Public School, as determined by the School District. Sellers not willing to accept award of partial bid must so indicate as part of their proposal. All prices and quotations must remain firm for ninety (90) days from date of bid opening.
11. All goods and services quoted must be delivered F.O.B. destination with all transportation charges prepaid and included in the bid price.
12. Allendale Public School is exempt from applicable Federal and State Taxes. Federal I. D. # is F38-6003258.

13. Michigan Occupational Safety and Health Act (MIOSHA) require employers to provide Material Safety Data Sheets (MSDS) for hazardous chemicals and materials. A MSDS should accompany all orders upon delivery of item wherever applicable under MIOSHA.
14. Information supplied by Vendor to Allendale Public School may be subject to Michigan Freedom of Information and Open Meetings Acts. Such information may become public unless it falls within one of the exceptions to the Acts. If the Vendor supplies information which it has concluded falls within one of the exceptions to the Act(s), Vendor shall summarize that information in the public portion of its proposal and submit the details in a separate envelope marked "CONFIDENTIAL." Otherwise it should be present in the same manner as the proposal. Allendale Public School assumes no responsibility for any loss or damage that may result from a breach of confidentiality during the review of the proposals.
15. Allendale Public School District's policy is to not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political beliefs or disability in its educational programs, employment practices and bidding processes. The Vendor, by signing this Invitation to Bid, commits that it has a similar policy, and will comply with the Allendale Public School non-discrimination policy.
16. Bids may not be altered after the time and date set for the bid opening.
17. Submission of a Proposal indicates acceptance by the Vendor of the terms and conditions contained in this Invitation to Bid unless clearly and specifically noted in the proposal and confirmed in the resulting contract between Allendale Public School District and the Vendor.
18. The Bid shall be accompanied by a sworn and notarized affidavit disclosing any familial relationship that exists between the bidder and/or any employee of the bidder and any member of the District's Board of Education and/or Superintendent. The Board of Education will not accept a Bid that does not include the sworn and notarized familial disclosure affidavit. Bids in non-compliance with this request are subject to rejection.
19. Prevailing wages will be in effect on this project.
20. Questions regarding this Request for Proposal may be directed to:

Mr. Paul Mulder
10760 68th St.
Allendale MI 49401
616-892-3483
mulderpau@allendale.k12.mi.us

I. Background Discussions and Goals of the School District

A. Background Information

Allendale Public Schools is in the process of starting a one to one laptop initiative for its secondary students. HP6715 laptops with a 15.4 WXGA screen have already been purchased. The district is planning to purchase 1900 laptop cases.

B. Goals of the School District

The School District is seeking a qualified vendor to provide the laptop cases necessary to protect the laptops from damage. The major goals of the project include, but are not necessarily limited to, the following items:

1. Provide a laptop case to protect the laptop from damage.
2. Provide pockets for the charger.
3. Identify the laptop case as a school owned piece of equipment.

II. Technical Specifications and Proposal Detail

Vendors should respond to the specific issues listed below in as much detail as necessary to ensure that the School District fully understands the response. Vendors may answer questions in full written response, or a summary paragraph can be inserted followed by standard product materials documentation attached as an appendix.

A. Case Factors

1. The case should be as compact and lightweight as possible for ease of carrying.
2. The case must accommodate the laptop and accessories in addition to providing as much protection as possible for the laptop.
3. The case must be of rugged construction, able to withstand student use and abuse. It must be re-enforced in high wear and high stress areas.
4. The case must be made with weatherproof materials.
5. The case should allow the laptop to be used without removing it from the case. A cooling pad to reduce heat buildup should be integrated into the case.
6. The case must have appropriate padding and rigidity to protect the laptop should it be dropped or fall.
7. The case should have handles and a shoulder strap.
8. A case that can be carried vertically would be advantageous.
9. The ability to place a school logo on the case is important.



B. Respond in detail to each of the following specifications.

1. Specify the maximum size laptop that can fit into the proposed case.
2. Specify the outer dimensions of the case.
3. Specify which areas of the case are re-enforced.
4. Specify costs for placing a logo on the outside of the case.
5. Specify any case color options you may have.

C. Warranties

Describe in detail the warranties of all proposed equipment. Include information as to how warranty support will be obtained, turn around time, availability of a parts, etc. Specify any additional costs for extended warranties and warranty options.

D. Financial Proposal

Describe the fees that will be charged for the goods and services. Specify the discount of list prices that the School District will receive on orders placed. Proposal must include everything necessary for the district to be operational.

E. Rejection of Proposals

The School District reserves the right to reject any or all proposals received. Non-acceptance of a vendor's proposal will mean that one or more proposals were deemed more advantageous to the School District or that all proposals were rejected. Vendors whose proposals are not accepted will be notified after a binding contractual agreement between the School District and the selected vendor exists, or when the School District rejects all proposals.

F. Proposal Format

The proposal submitted for this Request for Proposal should be provided in spreadsheet format. All other information, as requested in sections A-D can be presented in written response or standard product material with summarization by the vendor. This bid request must also accompany the response with correct information entered on the first page. Provide two (2) copies of your bid response.

III. Information about this RFP

A. Procurement Schedule

Below is a brief schedule for this procurement, specifying important dates and milestones.

Issue Date of RFP:	06/13/08
Deadline for Receipt of Proposals:	06/30/08
Tentative Contract Award:	07/07/08
Product Order Date:	07/08/08
Product Receive Date:	08/18/08

**Vendors must specify their ability to meet the order and product receive dates. Any backorder items must be specified.*

STATEMENT OF FAMILIAL RELATIONSHIP

(Required pursuant to Section 1267 of the Revised School Code – MCL 380.1267)

STATE OF MICHIGAN)
:ss.

COUNTY OF OTTAWA

_____, being duly sworn, deposes and says:

That _____ (the “Bidder”) has bid to be the (Contractor) (Subcontractor) for an improvement to the following described real property located in Ottawa County, Michigan, which is owned by the Allendale Public School District, and legally described as follows:

[Insert Legal Description of Allendale Public School property where improvement will occur].

The following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Allendale Public School District Board of Education or the Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

- ☐ That there are no such familial relationships existing at this time.
- ☐ That a familial relationship exists between _____, who is an (owner) (employee) of the Bidder and the _____ (nature of familial relationship – e.g., brother, sister, cousin, etc.) of _____, who is (a member of the Board) (the Superintendent).

Deponent

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public, _____, County, Michigan

My commission expires: _____